

Greetings WIDA Assessment Coordinators,

This is the first communication directed specifically to WIDA Assessment Coordinators and will be designed to provide you with more detailed information about WIDA than what can be provided in the weekly Thursday BAA e-mails. You are receiving this e-mail because you are listed as an WIDA/ELPA Assessment Coordinator in the Educational Entity Master (EEM).

Important Announcement:

Due to recent School Closings, the Spring WIDA Assessment Pre-Identification of Students and Initial Material Orders Window has been Extended until **Tuesday, January 14th**.

New WIDA Assessment Documents:

- Available the week of January 13 at www.michigan.gov/wida – WIDA ACCESS and Alternate ACCESS for ELLs Frequently Asked Questions (FAQ) – Includes information on who can administer the assessment, who should test, etc.

Your Current Assessment Coordinator Checklist:

- ☐ By **January 14** review the Pre-ID list in the BAA Secure Site (for more information on pre-id instructions. Please refer to the [WIDA Pre-ID, Tier and IMO Information](#) for further instructions.
 - Update Tier (A, B, or C) information for students if necessary. The Office of Standards & Assessment has pre-assigned students to Tiers, however the Tier decision is ultimately in each district's hands. Please refer to the link above for more information on Tier definitions.
 - Update Tier to Tier T for students who need to take the Alternate ACCESS. Assignment to this separate assessment for ELs who are also students with disabilities will **NOT** occur automatically. Please review the [WIDA Alternate ACCESS for ELLs Guidance](#) document with appropriate personnel in your district (teachers, IEP Team, etc.).
 - Add newly enrolled students who are receiving EL services.
 - Remove unenrolled students.
 - Order Enlarged Print or braille for students needing those formats. No additional material ordering is necessary for this assessment.

*There are **NO** tiers for Kindergarten.

- ☐ View/Ensure staff has completed the **REQUIRED** online training modules that must be completed in order to administer the ACCESS or Alternate ACCESS for ELLs. Test administrators must achieve an 80% on each quiz associated with the modules in order to receive their certificate of completion and approval for administration. Please refer to the [2013-2014 WIDA Professional Development Plan and Calendar](#) for information on how to create training accounts and which modules to watch. It is only necessary to complete the sets of modules for which a test administrator will actually be administering. For example, if a test administrator will not be administering the Kindergarten version of the ACCESS for ELLs, then this required module can be waived.
- ☐ Create assessment calendar/schedule for students and classrooms.
- ☐ Prepare for assessment materials to arrive at the district the **week of February 3rd** by alerting appropriate staff of expected shipments.

Upcoming Tasks/Announcements:

- Exemptions – Exemptions are still available on a very limited basis. Districts must first review appropriate Alternate ACCESS material ([WIDA Alternate ACCESS for ELLs Guidance](#)) to first determine the appropriateness of the Alternate ACCESS for ELLs. Please read and follow the information outlined in this document. OSA believes that the vast majority of students for whom you may have previously requested exemptions can be assessed with the Alternate ACCESS for ELLs.
- Additional Material Orders – With the initial shipment of materials you receive in early February, you will receive an overage of 10%. However, it's possible that you may still need materials. You may place additional material orders through MetriTech (the material fulfillment/scanning/scoring contractor) after you receive your initial shipment. Instructions regarding how to place additional material orders will be available in the coming weeks.
- Materials Without Barcode Labels – **NO** barcodes labels can be printed or used from the BAA Secure Site for the ACCESS or Alternate ACCESS for ELLs assessments. MetriTech will **NOT** provide barcode labels for students that are pre-identified after January 14th. **ALL** student information must be hand-entered for students that are pre-identified after January 14th. You will receive additional instructions regarding this in your initial material order shipment.

Training/Professional Development:

- The Alternate ACCESS for ELLs training that was scheduled to occur January 7th is in the process of being rescheduled. District personnel should still plan to view the associated online training modules through WIDA's training site.
- If you are a new assessment coordinator or principal be sure to check out these documents to help get you started:
 - [WIDA New Assessment Coordinator Primer](#)
 - [WIDA New Principal Primer](#)

Contact Information:

Please call 1-877-560-8378, Option 4 or e-mail baa@michigan.gov with any questions.